PERSONAL HISTORY QUESTIONNAIRE

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment with the Sunset Hills Police Department. An extensive background investigation will be conducted into your personal history. Applicants for the position of police officer may be required to take a polygraph (lie detector) examination to confirm the information in this questionnaire, and to determine other items of background information.

ANY FALSE, MISLEADING, OR INCOMPLETE INFORMATION SUBSTITUTED FOR ACCURATE INFORMATION WILL BE GROUNDS TO DISQUALIFY YOU FROM FURTHER CONSIDERATION IN THE APPLICATION PROCESS WITH THE SUNSET HILLS POLICE DEPARTMENT.

I confirm that I have read and that I understand the above and that all statements and documents presented to the Sunset Hills Police Department are true, correct, complete and made in good faith.

_____ _____

Signature Date

Please indicate position for which you are applying:_____

DIRECTIONS

1. BEFORE YOU BEGIN, read the entire set of directions and listing of documents required for submission. An application checklist is provided for your convenience. This is a competitive process, therefore, applications will not be accepted, processed, or evaluated unless complete. All addresses and phone numbers must include zip codes and area codes.

2. USE BLACK INK PEN ONLY. Complete this form in your own handwriting or printing. Read each question completely before answering. Be certain your answers are legible. If a question does not apply to you enter N/A (not applicable) in the space. Leave no blank space.

3. Additional space is provided on pages 10 & 11 for answers which require clarification or further explanation. All entries must be preceded with the Roman numeral and question letter.

4. Pursuant to Public Law 93-579, the disclosure of your Social Security Number is completely voluntary. Your refusal to reveal it will in no way affect applications for job consideration provided by this department.

5. Upon completion, the questionnaire must be returned along with the required documents in the envelope provided.

Minimum Requirements for Police Officer

This announcement provides the information necessary for a potential applicant to determine whether he or she meets the basic entry level qualifications for probationary police officer with the Sunset Hills Police Department.

AGE REQUIREMENT	Must be at least 21 years of age, or applicant much reach their 21st birthday by the time of completion of police academy training.
RESIDENCY	Must be a citizen of the United States. It is required that you live 1 hour or less driving time from the police department.
EDUCATION, WORK MILITARY EXPERIENCE	Must have either: An Associate's degree or 64 semester credit hours from a regionally accredited university, college or community college. Applicant must have a cumulative GPA of 2.0 on a 4.0 scale of equivalent. Or A high school diploma or GED with one year of prior police experience or two years of military service.
HEIGHT & WEIGHT	Must be within the department standards - See Chart
VISION	Minimum standard is 20/200 in each eye, uncorrected; correctable to 20/20 in each eye.
ARREST RECORD	Must be free from a conviction of a Felony or a Class "A" Misdemeanor.
DRIVER'S LICENSE	Must possess a valid Operators License from your state of residency by date of appointment and have fewer than five (5) points charged against his or her driving record at time of application.
MILITARY	Must have an Honorable discharge or a discharge Under Honorable Conditions if applicant has served in the US Military.

INTERVIEW & BACKGROUND INVESTIGATION:

If it has been determined that your qualifications meet our requirements for police officer you will be contacted for an initial interview. Candidates will be judged on verbal communication, ability to assess situations and deal with people and their adaptability for police duties. Successful candidates will then proceed to a second interview. From that interview candidates may be referred to the background investigation process, which can include a polygraph examination, the results of which are confidential and only provided to the Chief of Police.

Successful applicants will be given a conditional offer of employment at that time a physical and psychological examination will be given. If the results of these exams meet the standards of employment, the applicant will be appointed.

Application Checklist

The following documents must be included with this application, or explain fully why they are not included. All documents submitted become the property of the Sunset Hills Police Department and will not be returned.

1.	Signed authorization of Release of Information	Yes____	No___
2.	Certified copy of birth certificate (raised impression, Certified or notarized copy)	Yes____	No___
3.	High School and College Transcripts. Official Transcripts may be submitted with the application or mailed directly To: 3905 S. Lindbergh Blvd, Sunset Hills, Mo. 63127 Attention: Human Resources	Yes____	No___
4.	Diplomas received(incl. high school and college)	Yes____	No___
5.	Copy of State Driver's License	Yes____	No___
6.	Recent facial photograph	Yes____	No___
	<u>If applicable, include a **COPY** of:</u>		
7.	Military discharge papers - DD Form 214	Yes____	No___
8.	Naturalization Papers	Yes____	No___
9.	Missouri P.O.S.T. Class A License	Yes____	No___

In you are unable to furnish any of these documents, please explain:

_____

_____

_____

_____

Salary & Benefits Package

SALARY	**After Graduation from the police academy and upon completion of a probationary period, police officers are eligible to receive a yearly merit increase until they reach the top of the pay grade as follows:**

Recruit in Academy	**$12.00 per hour**
Probationary Graduate	**$21.01 per hour**
Lateral Entry	**$21.01 per hour to 29.09 per hour**
Top Pay	**$29.09 per hour**

EDUCATION PAY	**Additional quarterly pay is provided to officers who have or acquire an Associates $250, Bachelors $500, or Masters Degree $750**
VACATION	**Two weeks after one year of service, three weeks after five years of service and four weeks after fifteen years of service.**
HOLIDAY/PERSONAL	**Nine holidays and one personal day per year**
UNIFORMS EQUIPMENT	**All uniforms and equipment are provided, cleaning of uniforms is also provided**
SICK LEAVE	**Forty hours after six months of employment, eighty hours after one year of employment per year, accruable to 520 hours**
INSURANCE	**Medical, dental, life and workers compensation insurance is provided to the employee. Family plans are available through payroll deduction. A portion of the family plan is covered by the city.**
PENSION	**LAGERS pension plan is a non-contributory plan supplied. Vested after five years of service**
DEFERRED COMPENSATION	**Employees may participate in a deferred tax free program for retirement investments. There is also a 125 cafeteria plan that allows employees to pay for medical and child care costs on a pre-tax basis.**

Authorization for Release of Information

I, _____ hereby certify that all statements on or in this application are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omissions of material facts will cause forfeiture on my part and all rights to employment with the Sunset Hills Police Department.

I hereby authorize all law enforcement agencies, Veterans Administration, US Armed Forces, all Federal, State and Local government agencies, Federal and State tax bureau, credit bureau, schools and universities, to furnish the holder of this release with all and any available information in order that they may determine my suitability for police work.

I authorize the holder of this release to make inquiries of my present and past employers regarding my character, integrity and reputation.

I authorize the release of any and all information regarding my employment, credit, or any other information, whether personal or otherwise, that may or may not be on their records, and release said company or person from all liability for any damage whatsoever that may arise from furnishing such information to the holder of this release.

Copies of this authorization will be considered as effective and as valid as the original.

_____ _____

PRINTED NAME SIGNATURE

_____

DATE

This release, your application and all other documents submitted become the property of the Sunset Hills Police Department

SUNSET HILLS POLICE DEPARTMENT

HEIGHT AND WEIGHT STANDARDS

MALE

HEIGHT	WEIGHT		
	MINIMUM	NORM	MAXIMUM
5'2"	125	148	170
5'3"	127	151	173
5'4"	129	155	176
5'5"	131	159	180
5'6"	133	163	184
5'7"	135	167	188
5'8"	137	171	193
5'9"	139	175	197
5'10"	141	179	201
5'11"	144	183	205
6'	147	187	210
6'1"	150	192	215
6'2"	153	197	221
6'3"	157	202	227
6'4"	163	208	234
6'5	169	214	241
6'6"	175	220	248
6'7"	181	226	255
6'8"	187	232	262
6'9"	193	238	269
6'10"	199	244	276
6'11"	205	250	283
7'	211	256	290
7'1	217	262	297
7'2"	224	268	304

FEMALE

HEIGHT	WEIGHT		
	MINIMUM	NORM	MAXIMUM
4'10"	102	111	119
4'11"	103	113	123
5'	104	116	127
5'1"	106	119	131
5'2"	108	123	137
5'3"	111	126	141
5'4"	114	130	145
5'5"	117	133	149
5'6"	120	137	154
5'7"	123	141	159
5'8"	126	145	164
5'9"	129	149	168
5'10"	132	153	173
5'11"	135	156	177
6'	138	161	183
6'1"	141	166	189
6'2"	144	171	195
6'3"	147	176	201

Police Officer Entry Level

Measured in whole inches
Fractional inches will be measured up